



STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
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08:CPO/018

January 25, 2008

TO: Interested Parties

FROM: Barbara E. Arashiro
Acting Procurement Officer

SUBJECT: Response to the questions for the Request for Proposal No. RFP HPB 2007-56,
Addendum No 1 Housing Placement Program

This addendum no.1 is to provide responses to questions received at the Request for Proposal Orientation meeting conducted by the Hawaii Public Housing Authority on January 8, 2008.

Housing Placement Responses to RFP Orientation Questions

1. Who is responsible for the Security Deposit and for how long? How is it to be tracked?

The Providers are responsible for tracking the deposits and may set up an agreement with the landlord for the disposition of the deposit once the lease is terminated with the participant. The Providers shall determine the length of the time period, and the method in which Providers will track the security deposit.

2. Who is responsible for the cost of the damage to a unit when it exceeds the security deposit?

The participant is responsible for the remainder of the cost of the damage beyond the monies used for the security deposit.

3. In Section 2. III. B. 11, please define “Facility” and if it is an eligible cost?

Pursuant to §17-2026-2 HAR “Operating Cost “ means non-personnel costs directly related to the operation and maintenance of a homeless facility or project under the state homeless program and to the purchase of contracted services.

Facilities may be defined as: (1) a homeless shelter such as, but not limited to an emergency or transitional shelter, (2) the facility in which a program is administered from.

In the RFP HPB 2007-56, the Housing Placement Program does not allow require any shelter facility such as, but not limited to an emergency or transitional shelter, however the there may be a facility in which the program is administered from and is an allowable under Operational Cost.

4. In Section 2: Service Specification how long is the housing case management is to be provided?

The Providers shall determine the length of case management services to be provided to the participant based on the level of need of the participant. HPHA requires a status report at six (6) months after Housing Placement services have been rendered.

5. How long after submitting a payment request will we receive payment?

Pursuant to Section 103-10, HRS provides that the STATE shall have 30 calendar days after receipt of invoice or satisfactory performance of the services to make payment. The aging date of the invoice shall be the latter of the two: 1) date of invoice or 2) postmark of original invoice received via United States Postal Service (USPS) or other method of delivery.

6. On the Workplan, under Type of Participant, can the Total number of Unduplicated Individuals In Families be deleted?

Yes, the Workplan has been revised (Attachment A). The Total Number of Unduplicated Individual In Families”. Please note that all references to equipment on the second page of the work plan has been deleted.

7. What is the Wages and labor law compliance in Section 1. VIII. D.

Wages and Labor Law Compliance

Providers shall complete and submit the attached wage certification (Attachment B) by which the Providers certifies that the services required will be performed pursuant to Section 103-55, Hawaii Revised Statutes.

Providers are advised that Section 103-55, HRS, provides that the services to be performed shall be performed by employees paid at wages not less than wages paid to public offers and employees for similar work. The following is the hourly wages paid to State employees in the following positions:

Class specification	Bargain Unit Salary Schedule	Grade	Hourly Rate Effective 07/01/07
Social Worker II	13	SR 18	\$18.02
Social Worker III	13	SR 20	\$19.48
Social Worker IV	13	SR 22	\$21.07
Human Services Professional I	13	SR 16	\$16.66
Human Services Professional II	13	SR 18	\$18.02
Human Services Professional III	13	SR 20	\$19.48
Human Services Professional IV	13	SR 22	\$21.07

For more information and class specifications, please visit the Department of Human Resource Development's website at the following address:

<http://www.hawaii.gov/hrd/main/eccd/>

8. What is the Hawaii Compliance Express discussed in Section 1.VIII.E?

The HCE is an electronic system that allows vendors doing business with state or county agencies to quickly and easily obtain proof that they are compliant with applicable laws. The HCE certificate, "Certificate of Vendor Compliance," allows this single printable electronic certificate to be substituted for a tax clearance, labor certificate, and a Certificate of Good Standing required in Hawaii Revised Statutes, Section 103D-310(c) and Hawaii Administrative Rules, Section 3-122-112. Registered HCE vendors receive a full year of service, automatic submission of information to pertinent government certifying agencies, automatic e-mail notification of status changes, and unlimited access by state and county government entities to print the certificate for their use. For providers with contracts for health and human services pursuant to HRS chapter 103F, this certificate of compliance may also be utilized as proof of tax clearance and good standing as a vendor/provider doing business in the State of Hawaii to obtain your Certificate of Compliance. For more information, please visit the Hawaii Compliance Express's website at the following address: <http://vendors.ehawaii.gov/hce/splash/welcome.html>

9. Please clarify Section 1. VIII. F, regarding the campaign contributions by the State and County Contractor.

States the following section of Chapter 11-205.5, Hawaii Revised Statutes.

Section 11-205.5 Campaign contributions by state and county contractors. (a) It shall be unlawful for the person who enters into any contract with the State, any of its counties, or any department or agency thereof either for the rendition of personal services, the buying of property, or furnishing any material, supplies, or equipment to the State, any of its counties, department or agency thereof, or for selling any land or building to the State, any of its counties, or any department or agency thereof, if payment for the performance of the contract or payment for material, supplies, equipment, land, property, or building is to be made in whole or in part from funds appropriated by the legislative body, at any time between the execution of the contract through the completion of the contract, to:

(1) Directly or indirectly make any contribution or to promise expressly or impliedly to make any contribution to any political party, committee, or candidate or to any person for any political purpose or use; or

(2) Knowingly solicit any contribution from any person for any purpose during any period.

(b) This section does not prohibit or make unlawful the establishment or administration of, or the solicitation of contributions to, any separate segregated fund by any state or national bank, corporation, or labor organization for the purpose of influencing the nomination for election or the election of any person to office; provided that the commission shall by rule establish contribution limits for limited liability companies as defined in section 428-101, limited liability partnerships as defined in section 425-101, and limited liability limited partnerships as defined in section 425E-102. Sole proprietors subject to this section shall comply with applicable campaign contribution limits in section 11-204.

(c) For purposes of this section, "completion of the contract" means that the parties to the government contract have either terminated the contract prior to completion of performance or fully performed the duties and obligations under the contract, no disputes relating to the performance and payment remain under the contract, and all disputed claims have been adjudicated and are final. [L Sp 1995, c 10, pt of §2(1); am L 1997, c 190, §6; am L 2005, c 203, §8]

10. Is the time limit five (5) or ten (10) days after a proposal is postmarked for delivery in which the proposal shall be accepted?

Sections 3-143-204 HAR Submission and receipt of proposals. (a) proposal shall be submitted to purchasing agencies no late the submittal deadline. Proposals may be submitted by hand-delivery or United States Mail.

- a. Proposals submitted by hand-delivery shall be deemed received when actually received by the purchasing agency; and
- b. Proposals submitted by United States Mail shall be deemed receive on the post-mark date, provided the proposal is actually received by the purchasing agency with in ten (10) day from the post mark date. Proposals received after the deadline shall be rejected in accordance with section 3-143-603.

To clarify in the RFP HPB 2007-56 both the RFP Notice/Cover Letter and Section I.VII.H, should read Proposals shall be mailed and Postmarked by the United State Postal Service (USPS) on, or before the submittal deadline, January 31, 2008. Proposals must be received no later than **ten (10) days** from the submittal deadline. Hand delivered proposals shall be time and date stamped; and be received no later that 3:00 p.m., Hawaii Standard Time (HST), on January 31, 2008, and the drop-off sites designated on the Proposal Mail-in and Deliver Information Sheet.

11. In how are the revised proposals to be submitted?

As stated in Section I.VIII, Final Revised Proposal: if requested, final revised proposal shall be submitted in the manner, and by the date and time specified by the state purchasing agency. The revised proposals shall be mailed, and postmarked by the United State Postal Service (USPS). Fax and email of the revised proposal will not be accepted.

12. Please explain what is meant by acceptable in the Rejection of Proposals

In Section 1. XVII, the term acceptable refers to one or more of the following reasons:

1. Rejection for failure to cooperate or deal in good faith. Section 3-141-201, HAR
2. Rejection for inadequate accounting system. Section 3-141-202 HAR
3. Late proposal. Section 3-143-603 HAR
4. Inadequate response to request for proposals. Section 3-143-609, HAR
5. Proposal not responsive. Section 3-143-610 (a)(1), HAR
6. Applicant not responsible. Section 3-143-610(a)(2), HAR.

13. In Section 2 G. 8, Family composition please define “hanai parent”.

In the § 17 -656.1-9 HAR: Verification of relationship and household composition defines Hanai as: “a child who is taken permanently to be reared, educated, loved by someone other than natural parents at the time of the child’s birth or early childhood. The child is given outright, the natural parent renounce all claims to the child. Natural parents cannot reclaim their child except for death or serious injury of the hanai parents.

14. In Section 2. III. B.2.b under Operating Cost, is out of state travel is an eligible cost and how do we justify it.

Yes, out of state travel is an eligible expense. It is strongly recommended that Providers keep in mind that the travel must be necessary and relate to the Housing Placement Program. HPHA expectation is that proposed staff meets the minimal qualification necessary to perform services under the agreement.

15. Our agency has a budget of 18 million dollars, do we need to complete both the Agency Wide Budget and the Budget by Funding Sources form?

RFP HPB 2007-56 states in Section 3 V. A., to submit budget forms SPO-H-205A Organizational Wide Budget by Source of Funds and SPO-H-20B Organization- Wide Budget by Program. The SPO-H-205A and SPO-H-205B are not required.

16. Is the use of the bonus points unfair because only those who have had previous housing placement contracts are eligible for the points?

In order for Applicants to be eligible to receive the bonus points, each applicant must meet the evaluation criteria as stated in the RFP HPB 2007-56. Applicants who do not meet the criteria will not be awarded the points.

17. The Proposal Application Checklist (Attachment C) has been revised to include the Wage Certificate

If you have any questions please feel free to contact Ms. Phyllis Ono at 832-6090. Thank you



Housing Placement Program Work plan Forms and Instructions

1. **Type of Participant**

Complete the chart below by projecting the amount of each type of participant proposed to be served by the Housing Placement Program.

TYPE OF PARTICIPANT	FY 2008 Projected	FY 2009 Projected	FY 2010 Projected
Total # of Unduplicated Persons	_____	_____	_____
Total # of Unduplicated Families w/ Children	_____	_____	_____
Total	_____	_____	_____

Key:

Notes:

- (1) Total number of unduplicated persons served.
- (2) Number of unduplicated families with children refers to an adult with one (1) or more dependent children. Each family unit is counted as one (1) unduplicated family with children.

2. **Input Objectives: Levels of Services Provided**

Complete the following chart by defining the services to be performed and the level of such services that have been and will be provided.

Housing Placement Services	FY 2008 Projected	FY 2009 Projected	FY 2010 Projected
a. Number of families placed in housing	_____	_____	_____
b. Number of landlords who will be contacted and cultivated	_____	_____	_____
c. Number of families case managed	_____	_____	_____
d. Number of families retaining permanent housing for over 6 months	_____	_____	_____
e. Number of families referred for employment	_____	_____	_____

RFP No.

RFP No. HPB 2007-56

DESCRIPTION OF PROJECT

Housing Placement Program

Pursuant to Section 103-55, Hawaii Revised Statutes (HRS.), I hereby certify that if awarded the contract is in excess of \$25,000.00 the services will be performed under the following conditions:

1. The services shall be performed by employees at wages or salaries not less than wages or salaries paid to public officers and employees doing similar work.

2. All applicable laws of the Federal and State governments relating to worker's compensation, unemployment compensation, payment of wages, and safety will be fully complied with.

I understand that all payments required by Federal and State laws to be made by employers for the benefit of their employees are to be paid in addition to the base wages required by section 103-55, HRS.

APPLICANT: _____

BY: _____
Signature of Person Authorized to Sign.

Please Print

NAME: _____

TITLE: _____

DATE: _____

Proposal Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*	X	
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Program Specific Requirements:				
Work Plans	Section 3, RFP	Attachment A	X	
Latest Audit Report	Section 3, RFP		X	
Latest Monitoring Report	Section 3, RFP	IF AVAILABLE	X	
Wage Certificate	RFP Addendum	Attachment B	x	

Authorized Signature

Date